

Analyst/Associate

**Private Equity Fund-of-Funds
 Hong Kong**

Title	Analyst/Associate	Location	Hong Kong
Type	Full-Time, Permanent	Required Travel	5-10%
Salary	Based on Experience/Level	Start Date	Aug. 2010

Company Description

Emerald Hill Capital Partners, Ltd. (“EHCP”) advises investments by private equity funds-of-funds focused on Asia (Korea, Japan, Greater China, Southeast Asia, India & Australia/New Zealand) across venture capital, growth equity, buyout, and special situations (real estate, distressed, etc.) strategies. EHCP currently employs 6 investment professionals, 5 based in Hong Kong and 1 based in the U.S.

Position Description

The Analyst/Associate will be an integral member of EHCP’s team and involved with all aspects of the investment process, including helping source and screen new opportunities, supporting due diligence, and assisting with investment monitoring. Because of EHCP’s size and collaborative culture, the Analyst/Associate will also have the opportunity to gain exposure to other aspects of the firm’s operations, including investor reporting, marketing/fundraising, investor relations, etc. Although this position is targeted toward pre-MBAs, MBA graduates with 1-3 years of experience and/or a strong desire to enter the fund-of-funds industry are also invited to apply.

Key Duties & Responsibilities

- Perform analysis (both quantitative and qualitative) to support the investment process; produce written work documenting and supporting this analysis.
- Interact with external fund managers in-person and via phone/email to assist with initial screening, gather information, schedule meetings, and perform other follow-up activities.
- Take notes in meetings with external fund managers and others, compile and summarize notes for distribution to other team members.
- Conduct research, perform reference calls/interviews, and gather information from a variety of sources; share responsibility for maintaining /updating EHCP’s proprietary research database.
- Assist with the preparation of investor reporting, marketing materials, research reports, etc.; present a professional image to EHCP’s investors and prospective investors at all times.

Required Background, Skills & Knowledge

- Bachelor's degree (or equivalent) from a top-tier university in business, finance, accounting, economics, engineering, maths, natural sciences, or another quantitative discipline.
- 1-4 years experience in funds-of-funds, private equity, investment management/consulting, investment banking, equity/investment research, management consulting, or similar field (fund-of-funds/private equity experience highly desirable); will also consider other experience with demonstrated interest in investing (*see below*).
- Strong quantitative skills, including experience in accounting/finance and with financial modeling in Excel; ability to read and interpret financial statements and other financial data.
- Fluency in English and at least one other major Asian language (Mandarin Chinese highly desirable); very strong English writing and verbal communication skills.
- Strong research skills; ability to analyze, interpret, and summarize complex/technical written and verbal information.
- Previous experience working or living in Asia highly desirable; will also consider demonstrated interest in Asia (*e.g.*, through studies, personal pursuits, etc.).
- Experience with general investment concepts and applications (knowledge of the private equity industry highly desirable); will also consider demonstrated interest in investing (*e.g.*, through coursework, personal investing, progress toward CFA/CAIA, etc.).
- High degree of self-direction and ability to work independently, as well as cooperatively within a small, high-performance team.
- Ability to represent EHCP with a high degree of professionalism, discretion, and confidentiality, including to investors and prospective investors.
- “Can-do” attitude and willingness to take on other duties/projects as required; ability to travel internationally (5-10%) and flexibility to occasionally work long hours to meet deadlines.
- High level of proficiency with standard business software (Word, Excel, PowerPoint).

Next Steps

Please forward a copy of your résumé/CV *and salary requirements* to careers@ehcp.com (put “Analyst/Associate” in the subject line). We will contact you if we feel you meet the requirements for this position. **NO PHONE CALLS, PLEASE.** Interviews are ongoing and we are targeting a start date in mid-summer 2010.

Prospective applicants already based in Hong Kong, planning to return to Hong Kong, or who already have the permanent right of abode in Hong Kong are particularly encouraged to apply.